

STUDENT LEAVE RECORD

Name : _____ Date : _____

Course : _____ Class : _____

Type of Leave	From	To	Supporting Doc
<input type="checkbox"/> MC	_____	to _____ inclusive	<input type="checkbox"/>
<input type="checkbox"/> Home Leave	_____	to _____ inclusive	<input type="checkbox"/>
<input type="checkbox"/> Others	_____	to _____ inclusive	<input type="checkbox"/>
Reasons	_____		

Note:

- All leave applications, except MC, must be submitted at least 3 working days in advanced. Students who do not submit their leave applications on time may be recorded as being absent.
- Any urgent or special requests must be made in writing and supported with evidence. Your application will be considered on a case-by-case basis.
- MCs must be submitted immediately once the student returns to school.

(If student is below 18 yrs old)

Student's Signature : _____ Parent/Guardian Signature : _____

Parent/Guardian's Name : _____ Parent/Guardian Contact info : _____

Additional note for students enrolled in the following courses:

- Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level)
- Preparatory Course for Singapore-Cambridge General Certificate of Education (Ordinary Level) (Extended)
- Preparatory Course for Singapore-Cambridge General Certificate of Education (Advanced Level)
- Preparatory Course for Singapore-Cambridge General Certificate of Education (Advanced Level) (24 Months)
- Higher Learning Programmes

- Students enrolled in the above courses must submit their leave applications to their respective Programme Managers. Students in other courses may submit their leave applications to the Front Desk directly.
- Students enrolled in the above courses are strictly not allowed to take leave during school term. Students who go on leave during school term may be recorded as being absent.

For official use:

O/A Level Preparatory & Higher Learning Programmes

Others

Received By : _____ (PM)

Received By : _____ (FD)

Received Date : _____

Received Date : _____

Accepted Not Accepted

Acknowledged By : _____